

High Knob Owners Association
Board of Directors
Meeting Minutes 09/10/2018

Name	Present
Liz Achey, President	X
Judith Sikora, Vice President	Excused
Greg Sadler, Secretary	X
Keith Arnett, Treasurer	X
Vacant, Director	TBD
Jerry Pomeroy, Field Services Manager	X
Linda Farrell, Business Manager	X

Meeting Purpose: *To review High Knob Association old and new business and establish any action items for the continued improvement of the High Knob Community.*

Attendees

Watts Hill, Jerry Soucy, Victor Jones, Desiree Williams, Ron Perlik, Orv Lee

1. Meeting Called to Order at 8:00 pm

- Reminder made by President to limit residents to three minutes each maximum per comment during the Residents Comments & Questions and restated the expectations of all present by reading aloud the current Board Meeting Rules as stated in the HKOAI bylaws.
- Keith Arnett motioned, Greg Sadler seconded motion to move to Executive Session for the following purpose:
- Collectively review and select the new board member filling the vacancy created with Mike Richards' departure in August of 2018. Nominations reviewed were: Desiree Williams, Jerry Soucy, and Merry-Lynn Sheetz
- HKOAI full session reconvened – Greg Sadler motioned to appoint Ms. Williams to fill the vacant board position, seconded by Keith. Motion passed, unanimous.

2. Resident Comments and Questions

- Watts Hill: Recommended to the BOD that the Residents Comments & Questions portion of the agenda be moved towards the end of the meeting or introduce a second set of comments and questions that would afford an opportunity to provide feedback to the BOD in a timely basis relative to the events of the meeting, etc. Liz Achey responded that currently we need to adhere to the agenda due to timeliness and focus of everyone's time. If the meeting progresses and time permits, the BOD may reopen for comments. The BOD will continue to assess this as meetings progress and mature.
- Jerry Soucy: recommended that the BOD open for resident comments prior to the respective votes. If not for all votes, the "larger impacting items" could be considered for this adjustment in the proceedings to improve input, clarity and communication. Keith restated that the BOD

may establish a single purpose meeting for the “larger impacting items” as currently allows in the HKOAI Bylaws.

3. Approval of Minutes from previous meeting

Motion made by Keith Arnett, seconded by Liz Achey, to approve the minutes from the August 2018 meeting. Motion passed unanimously.

4. Financial Report

Treasurer reviewed current budget status. In addition:

- Warren County has not billed the Sanitary District processing fee of 5% yet.
- Previously reported discrepancy in the billing for accounting services remains outstanding
- Keith Arnett expects to hear from Warren County requesting the submission of the 2019 budget for 2019-2020 in the near future. The BOD will schedule a specific session to develop/review and approve prior to the submission date sometime in the future.

5. Staff Reports

- a. Linda Farrell, Business Manager: presented a written report and status of the HKOAI business operations. See attachment for details of this report. Items below were discussed or resulted in action, assignment or vote:
 - Guard Rail Damage & Repair has been the subject of several calls from residents. Based on the Field Services report, the HKOAI website will be updated with overall status and an ETA will be communicated via the site once scheduled.
 - HKOAI will be hosting a Wine & Cheese tasting on 10/6, signage has been posted in community.
 - After a general discussion, canvassing for community member engagement on the following:
 - Architectural Review – reinstatement of committee, participation of community members verses current action being addressed by the Field Services Manager.
 - Bylaws & Covenants Committee members needed – action will be to review our current bylaws, recommend appropriate updates/changes as well as research and report to the BOD on actual courses of corrective action. BOD desires the actionable means of corrective actions for violations within the community, up to and including civil suits.

The process for tree removal within HK was discussed as a matter of course. Homeowners who identify a need for removal need to engage a licensed arborist and/or licensed tree removal service, who to document the removal recommendation and appropriate replacement actions. This is provided to the HKOAI BOD for approval/disapproval.

- b. Jerry Pomeroy, Field Services Manager: presented a written report and status of the roads and facilities. See attachment for the details of this report. Items below were discussed or resulted in action, assignment or vote:

- Jerry Pomeroy identified a \$6900 savings in the purchase of culvert material through an alternate vendor, though it requires HKOAI to purchase in bulk, it fits within the forecasted needs of the community.
- Guard Rail Damage & Repair – Erie Insurance is issuing check to address the \$6700 repairs required, vendor is being scheduled as soon as available. One modification being implemented is that the repair will incorporate the extension of the posts in this section to 9 feet to improve the effectiveness of the barrier.
- Culvert work on Greenfield Road is progressing and county inspections are being scheduled to complete the project before the next BOD meeting, weather permitting. The culvert portion of the project will complete under budget.
- Highlighted the need to remind residents to take precautions and prepare for Hurricane Florence in the form of supplies, securing objects, etc.
- To complete the paving of Greenfield Road, as previously proposed and planned, requires BOD action in order to meet the October/November completion schedule. Review of the project projected costs and savings in other elements predicts that this effort will run under budget however, commitment is needed to lock in vendor pricing and schedules. Keith Arnett motioned to execute the previously proposed paving plan on Greenfield Road & Greenfield Court, seconded by Liz Achey. Motion passed.

6. Announcements

HKOAI BOD welcomes Ms. Desiree Williams to the group as our newest member.

7. Old Business/Updates

- a. Road Pavement Plan: HKOAI has made progress on the documentation of a plan to improve roads throughout HK. This is a work in progress which incorporates occupancy, cost, schedule, pre-requisites/dependencies, and priority of community road improvements planned and projected going forward. While road improvements are dependent upon a number of factors including culverts, storm water drainage and management, home buildout status, water lines, etc., the board intends to leverage this tool to improve transparency, communication and overall awareness of the project.
- b. Storm Water Project - Keith Arnett will be providing the latest version of the tracking tool to the BOD. Liz Achey recommended a working session to afford a more detailed review. This will be scheduled and communicated in near future.
- c. Pool Passes
 - Use of Punch Cards: During the previous pool season, a punch card representing prepayment of fees was made available for purchase by residents. These cards currently do not reflect the season of use nor an expiration date. The BOD is the sole determining body on the decision to honor unused cards within subsequent seasons.
 - The BOD will review the respective policies and implement updates to reflect the use of punch cards and publish any interim guidance through the HKOAI site. Staff members and pool monitors in future seasons will adhere to and enforce the published guidance

d. Road Widening for walking path

- No responses for the committee. Orv Lee volunteered to find interested parties to serve.

8. New Business

- a. Watts Hill: requested feedback on the Paving & Waterline status on Mountain Top Road. Liz Achey addressed the action stating the waterline impacts need to be factored into the overall road improvement actions, as discussed in the context of the Paving Plan. Jerry Pomeroy conveyed that there is additional coordination on the waterline and potential paving required. The BOD clarified that other projects were more mature in planning and could be executed now while reviews and strategies are looked at for Mountaintop.
- b. Victor Jones: inquired about the HKOAI budget for community events/activities in the context of potential reimbursement for individuals who have directly supported dances, and other events for the community. Linda Farrell stated the approximate budget number and the BOD reiterated that if community funds are desired to be used, appropriate requests and approvals need to be obtained from the BOD prior to obligating or incurring the cost. Specific items will be addressed through Linda Farrell for coordination and BOD approvals, etc.

9. Adjournment: Meeting adjourned at 9:41 PM

The Next Board Meeting will be held on 10/08/2018 at 8:00pm at the Club House
Respectfully Submitted: Greg Sadler